****

Housing Development Consortium of Seattle-King County

**Housing Development**

**Internship Program**

***2022–2023***

***Host Agency Application***

***Application Deadline: June 30th, 2022***

# **PROGRAM DESCRIPTION AND APPLICATION FORM**

The Housing Development Consortium of Seattle-King County (HDC) is currently accepting Host Agency Applications for the 2022 –2023 cycle of the Housing Development Internship Program (HDIP).

Through this internship, HDC aims to promote an equitable, inclusive, and diverse talent pool through the support of HDC member Host agencies who are working to **recruit**, **train,** and **retain** racially diverse leaders in the affordable housing sector.

**Host Agency applications must be submitted by June 30th, 2022**. Please answer all parts of the application. Add space as needed to complete your answers, save your application as PDF file, and email it with attachments to: [Dani@housingconsortium.org](mailto:aselefech@housingconsortium.org) and [loren@housingconsortium.org](mailto:loren@housingconsortium.org)

**PROGRAM OBJECTIVES**

HDC’s Housing Development Internship Program (HDIP) is a 9-month paid internship designed to recruit, train, and retain racially and socio-economically diverse students who may not otherwise know about or have opportunities for employment in the affordable housing sector. HDIP aims to provide a launch pad for college and graduate students of color into a career in the affordable housing development sector.

**HOW THE INTERNSHIP WORKS**

Three pillars form the foundation of a successful internship experience: the **Intern**, **Program Administrator (HDC)**, and **Host Agency**, or the organization where interns are placed.

*Interns* are individuals/students who identify as a Person of Color, and are currently enrolled in college/university (associate/trade, undergrad, or grad school), preferably entering their final year of school in Fall 2022, and committed to 9 months of part-time work in addition to their academic program. We strongly encourage applications from students studying real estate development, urban planning, construction management, design, and/or related subject matter. All majors are welcome to apply.

As the *Program Administrator* of the internship program, HDC will convene the interns, as part of the program cohort, and coordinate additional trainings and enrichment program activities. HDC will also provide Host Agencies with supervision support through monthly meetings.

The *Host Agency* is a nonprofit, for profit, or governmental agency focused on housing development, where each intern carries out his/her/their day-to-day work. The host agency is responsible for providing 15-20 hours of work, oversight, and support to the intern for the duration of the nine-month internship.

***INTERN PAY***

The intern will be an employee of the Host Agency, per the Internship Agreement. Host Agencies must commit to an hourly wage for interns of $15-20 per hour, with the option to exceed this amount. Interns shall be paid for any hours they are participating in internship-related trainings, including HDC-hosted trainings and enrichment activities.

***INTERNSHIP PROGRAM OVERVIEW***

All selected interns will begin the internship program for their orientation on September 13th-15th and work at the Host Agency no later than October 3, 2022 (as negotiated between the Host, HDC, and intern). Interns who cannot start their internship Fall quarter will not be eligible for this round of the program.

**On-the-Job Training at Host Agencies**: Host Agencies will provide opportunities for the intern to gain hands-on experience in areas such as, but not limited to:

* Attending community meetings about proposed developments;
* Assisting supervisors with land and property acquisitions, if possible/applicable;
* Helping to conduct assessments to determine the housing and community development needs associated with a particular neighborhood, service population, or project concept;
* Participating in project planning meetings
* Assisting with the financial applications and loan closings for developments, if/when applicable

**Host Agency Supervision**: It is the role and responsibility of the intern’s immediate supervisor to act as a coach/ mentor to the HDC intern. Acting as a coach/mentor entails:

* + Scheduling regular one-on-one meetings with the intern to support learning and work progress.
  + Teaching interns tangible sector-specific skills.
  + Approaching the intern as a member of the team (verses “extra labor”).
  + Engaging interns in conversations and approaching “teachable moments” using curiosity and inquiry verses disciplinary tones and actions.
  + Encouraging attendance and participation in internal and external stakeholder meetings

Working at the Host Agency and participating in HDC trainings and enrichment activities, interns learn hands-on what it takes to create affordable, healthy living communities, and specifically learn the intricacies of developing projects from concept inception to construction completion. Priority is given to hosts who actively engage their interns in affordable housing development, including enrichment activities throughout the intern program year.

***INTERNSHIP ENRICHMENT ACTIVITIES***

The intern’s program year will include a variety of professional and personal development opportunities. Interns will build community with their peer group members and program alumni through various activities and develop a strong network through the work and activities that occur.

Hours spent attending trainings and other assigned enrichment opportunities, including the intern orientation are all considered work time and will be paid at the agreed upon hourly rate (see *Intern Pay*).

Host Agencies and HDC will regularly inform interns of various housing and development events, resources, training opportunities, and job announcements via HDC communications. Host Agencies will encourage interns to participate in trainings as appropriate. Interns are alsoencouraged to apply for scholarships to attend additional supplemental trainings of interest. Some of these opportunities include:

***Pre-Program Orientation and Training:*** Interns will gather September 13-15th for a three-day session intended to build community with supervisors and cohort members, provide an introduction to and overview of the history of affordable housing development, and introduce employment skills training – a common thread throughout the program.

***Conferences:*** Interns will be eligible to attend the Conference on Ending Homelessness as well as the Housing and Homelessness Advocacy Day in Olympia, as funds allow.

***The Mid-Winter Training*:** In January, interns will participate in a weekend skills development retreat to reflect on their intern experience and gain additional soft skills and housing & community development tools.

***INTERNSHIP COMPETENCY SKILLS***

Interns in real estate and housing development positions are expected to gain basic skills in the following areas (HDC may modify this list as it continues to develop the program prior to starting the 2022–2023 Program Year).

1. **Financial Pro Forma**

The intern will be able to understand and identify the various component parts of the Host Agency’s development financial pro formas (single- or multi-family), including:

→ calculate rents for various income affordability levels

→ understand what makes up the specific line items within various pro forma worksheets

→ calculate construction and other loan interest

→ manipulate income and rents

→ calculate cash flow or if land deal, must be able to calculate the land loan(s) payoff schedule

1. **Development Finance Application Competency**

The intern will play a hands-on role in the preparation of at least one complete financing application, *if possible*.

1. **Development Plans and Project Approval Process Competency**

The Intern will be able to generally understand the process for obtaining project approval. They should know how to interpret schematic designs and site plans and be able to decipher what is included within construction drawings. They should also have basic familiarity with construction plans, civil drawings, and subdivision process.

1. **Loan Closing Competency**

The intern should directly work on the closing of at least one development loan during the internship period, *if possible*.

1. **Leadership Skill Building Competency**

The Host Agency’s leaders will support the intern in understanding what leadership is and looks like, not just at the organizational level, but also in the greater affordable housing sector/community. The Host Agency’s Executive Director and/or senior staff will be expected to invite the intern to “shadow” or accompany them at key leadership activities. Examples include invitations to meetings with elected officials, speaking engagements, or community meetings.

**An example job description and competency expectations are enclosed with this application. Please review both the expected Intern responsibilities as well as those of the Host Agency.**

In addition to learning basic competency skills in line with housing development and real estate positions, interns will be engaged in professional development skill-building through HDC Intern Meetings once to twice monthly as part of a cohort learning community. These meetings are also designed to promote peer-to-peer networking, relationship building, as well as opportunities to share learnings, and support.

***INTERNSHIP APPLICATION PROCESS***

Interns who meet the internship program qualifications will initially be screened by HDC based on application requirements. Two – three applicant recommendations will be offered to each Host Agency for consideration, dependent on total number of intern candidates. The Host Agency will partner with HDC staff to interview the intern candidates and select interns who best match their organization placement needs and teams. An agreement is then signed by HDC, the host, and the intern, which outlines the terms, roles, and obligations of each signer.

***INTERN REASONABLE ACCOMODATIONS***

HDC recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Interns who need reasonable accommodation should notify their supervisor. The need for accommodations is determined on a case-by-case basis. Host agencies are encouraged to consult with Human Resources to ensure accessibility, accommodations, and Americans with Disabilities Act (ADA) compliance.

**HOST APPLICATION FORM FOR THE 2022–2023 INTERN PROGRAM YEAR**

**General Application Guidelines**

Any Host Agency that would like to host an intern for the 2022–2023 Program Year must complete this application. All agencies interested in participating as a Host Agency **must be a current member of HDC** and have a successful track record in the development and operation of affordable housing (if you are not sure this applies to you, feel free to email or call to clarify before completing this form). We will prioritize mission-driven affordable housing development organizations and/or government agencies.

Please review Pages 1-6 prior to completing this form. **Applications must be submitted via email by Friday June 30th, 2022.**

Once applications are submitted and reviewed by HDC staff, your team will be contacted to set up a brief interview.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Org Website (if applicable)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address Email for Main Contact**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main Contact Name and Title Direct Line for Main Contact**

(The Main Contact should be the person HDC can contact with any questions about the application.)

**Please keep application responses short and concise.**

* + - 1. Briefly explain why your organization would like to participate in the program.
      2. Does your organization have a formal organizational diversity, equity and inclusion plan, policy, or statement? If so, please attach a copy.
      3. How is your organization operationalizing diversity, equity and inclusion? Please provide details.
      4. If white bodied, please describe how your approach to racial equity will inform your work supervising Black, Indigenous, People of Color (BIPOC)?
      5. Based on your review of the program description above, are you willing to fully support the Intern in his/her/their learning at your host agency to include paid time for the intern’s participation in HDC enrichment activities?
      6. Based on your current staff capacity and your projections for October 2022 – June 2023, do you believe you will have the pipeline of projects at your organization to support an intern in their learning based on the program’s competency areas? Please explain. (To review competencies, see pages 5-6.)
      7. The Internship Program was created to diversify the field of affordable housing development by creating a pipeline of professionals of color representative of the communities our organizations serve across King County. Providing an inclusive work environment is key to the intern’s positive learning experience. To ensure accountability, committed supervisors will be asked to: attend one HDC-offered race, equity, and inclusion training and/or a training of your choosing within the nine-month internship period (following the September 20-22, People’s Institute Undoing Institutional Racism Training), and attend supervisor meetings. White bodied supervisors are strongly encouraged to attend White HDIP supervisor caucus meetings once monthly. Please identify your level of commitment to these areas:
         1. Attend one HDC-offered race, equity, and inclusion training/events during the 9-month internship program (only one required following September 20-22, People’s Institute Undoing Institutional Racism Training).
         2. Attend regular supervisor meetings, frequency to be determined by the host agency cohort.
         3. Attend one monthly HDC program supervisor race caucus meeting (strongly encouraged).
      8. Please provide the name and title of the main supervisor for the intern. This should be a senior level supervisor who can make decisions regarding the workload and time commitment of the intern. This does not have to be the same as the immediate supervisor who supervises the day-to-day work.
      9. If the immediate supervisor is different from the main supervisor, please list his/her/their contact name and title. It is the role and responsibility of the immediate supervisor at the Host Agency to act as a coach/ mentor to the HDC intern.
      10. How does the immediate supervisor plan to support the intern in his/her learning and success? (Please provide specific examples, i.e. plan weekly check-ins, encourage intern to ask questions, celebrate accomplishments.)
      11. Please provide a copy of your organizational chart or something comparable that specifically shows the department and team members of which the intern will be a part of that includes job titles.
      12. The department and team members of which the intern will be a part are a major influence in the intern’s experience.
          1. How does your organization plan to ensure all team members understand the goals/mission of the program and how they will contribute to the intern’s learning?
          2. Acknowledging that interns are professionals of color, please include how your team will create a culture of inclusion and hold one another accountable to this work?
      13. Do you hope/intend to hire an intern at the close of this program? If no, are you willing to act as a reference and help the intern network within the sector? Please explain.
      14. HDC is committed to the full inclusion of all qualified individuals. To perform HDIP successfully, reasonable accommodations may be necessary for qualified individuals with disabilities to perform essential job functions. Does your organization, in the hiring process, provide language on reasonable accommodation? If so, please include the statement below. HDC highly encourages organizations to include language on accessibility and inclusion in the onboarding process.
      15. Are you willing to pay the required $15/hour minimum and any fringe that would apply? What net hourly pay rate do you propose to pay if higher than the minimum rate? Also, will you be able to offer the prospective intern an OCRA card and/or other non-salary benefits?
      16. Please provide any additional information you think we should consider when evaluating your application, including experience participating in similar internship programs, hiring of internship graduates, and requirements you may have for a prospective intern (i.e. access to their own vehicle for work, ability to work irregular hours, etc.).

**This application must be signed by the Director/Manager of the department overseeing the work of the intern and the Executive Director of the Organization.**

**Name: Job Title:**

**Signature: Date:**

**Executive Director Name:**

**Signature: Date:**

**Applications must be submitted by June 30th, 2022.** All application questions must be completed for this application to be considered. Add space as needed to complete your answers and submit via with needed attachments in PDF format to:

* Dani Turk, Membership, Programs and Equity Manager: [Dani@housingconsortium.org](mailto:Dani@housingconsortium.org)
* Loren Tierney, Membership Director: [Loren@housingconsortium.org](mailto:Loren@housingconsortium.org)

Please use **subject line: [Your First and Last Name, HDIP Application].**

Please e-mail Dani Turk if you have any questions about the application or the program prior to the application deadline of June 30th.

*Applications will be assessed based on the content of information provided in the application. Should you meet the application requirements, HDC will contact you for a preliminary interview. HDC may decide to contact you if information provided in this application is not clear or if we believe it is necessary to request additional information. HDC maintains the right to deny applicants based upon our review of information provided.*

**Thank you for your interest in hosting an intern for the HDIP 2022–2023 Intern Program year!**

Text

Description automatically generated with medium confidence

**INTERN COMPETENCY EXPECTATIONS**

**Competency Skills and Learning Plans:**

**Within 9 months, interns are expected to get hands on experience with the Competency Skills listed in more detail in the following pages. The achievement of these Basic Competencies is the most critical component of the learning plan and the program year.**

Within the following pages are template forms for each Supervisor to use with their Intern to create a plan for how each competency will be achieved over the course of the program year. We recommend these are updated quarterly to ensure that consistent strides are made in the development of Intern skills.

1. Understanding the Financial Proforma
2. Development Financing
3. Understanding Design Process and Project Approval Process
4. Loan/Fund Closing
5. Leadership Skill Building

Evaluation of each Intern’s progress in achieving these competencies will occur on a quarterly basis.

Each time the form is completed, the intern will identify at least 2-6 skills in areas where their knowledge is lacking and plan to put more attention on over the next 3-month period. The skills identified should be achievable skills given the work assignments at each Intern’s respective Host organization.

**COMPETENCY SKILLS  
2021 – 2022 HDIP PROGRAM YEAR**

**I. Financial Proforma Competency**

The Intern will be able to **understand and identify the various component parts of the Host Agency’s development financial proformas** (single- or multi-family), including:

* Calculate rents for various income affordability levels
* Fully understand what makes up the specific line items within various proforma worksheets
* Calculate construction and other loan interest
* Manipulate income and rents
* Calculate cash flow or if land deal, must be able to calculate the land loan(s) pay-off schedule

The interns will be given hands-on excel training at the beginning of the Program Year via ULI’s “Introduction to Excel for Real Estate Professionals,” hosted by HDC. For Interns to retain the knowledge and sharpen their skills, host agencies must create the opportunities for the Interns to further develop these skills.

**II. Development Finance Application Competency**

The Intern will play a hands-on responsible role in the preparation of a complete financing application, *if possible*. This competency can be carried out by most interns with appropriate guidance, direction, materials/samples, and computer software/hardware.

**III. Design and Project Approval Process Competency**

The Intern will be able to generally understand the Process for obtaining Project Approval. They should gain experience in interpreting schematic designs and site plans and should be able to know what is included within construction drawings.

This competency requires that the Intern initially spend much time “shadowing” the more experienced project manager or lead staff person since much of this learning is via meetings and dialogue.

**IV. Loan Closing Competency**

The Intern shall directly work on the closing of one predevelopment, construction, or permanent development loan during the Internship Period, if possible.

This competency can be carried out by most interns with appropriate direction and guidance.

**V. Leadership “Shadowing” Competency**

**The Intern will be required to understand the importance that leadership plays in the field.** **The Intern will occasionally participate in Leadership Shadowing activity with the organization Executive Director or CEO.** To set the tone for these meetings to occur, within the first 30 days of the Intern starting the Internship program, the ED is expected to meet and welcome the Intern to the agency**.**

All Interns are required to meet with their organization’s Executive Director within the first 30 days of starting the Internship, preferably by spending some one-on-one time meeting together and having the Intern accompany the ED at a meeting.

Text

Description automatically generatedExample Position Description

**Position Title: Housing Development Intern, placement - various**

Classification: Part-time, hourly

Salary: $15 – 20/hour, to be determined by host agency

**Position Summary:** Housing developmentInterns are individuals/students who identify as a person of color (POC/BIPOC), are currently enrolled in college or university (preferably entering their final year of school in Fall 2022), and who will commit to 9 months of internship/work at a to be determined placement agency, in addition to their academic program.The term of the program is September 2022 - June 2023. Interns are expected to start no later than October 3rd, 2022 and will commit to an agenda of work and learning consisting of 15-20 hours/week. Successful interns will have strong writing skills and comfortable using spreadsheets (i.e. Microsoft Excel). Students who have a background, or are majoring in the following, are strongly encouraged to apply as these skills will be essential to success in this program: Real Estate Development, Urban Planning, Construction Management, and/or related.

**Responsibilities:**

* Provides assistance in project development;
* Assists project managers in determining project feasibility, researching and compiling data on specific projects, low-income communities, and locations;
* Compiles information for clients and project managers – including architects, contractors, and other members of the development team - for funding applications to the State of Washington and City of Seattle;
* Performs tasks necessary to obtain local approvals and neighborhood acceptance of proposed housing projects, including submitting land use applications, attending hearings and neighborhood meetings, and fostering a team approach to obtaining neighborhood buy-in;
* Conducts extensive internet research;
* Attends site and team meetings as needed; and
* Provides additional support to developers as directed.

**Required Competencies:**

* This position has a strong racial equity component that requires critical thinking through the lens of racism and intersections with poverty and access;
* Strong commitment to the issues of affordable housing in King County;
* Ability to deal professionally with the legal and financial matters of the host agency, which in some cases may be confidential;
* High school diploma or GED;
* Demonstrated research abilities;
* Proficiency in Microsoft Office programs including Excel, Word, and Outlook;
* Ability to multi-task effectively in a high energy office environment;
* Strong communications skills, both verbal and written;
* Ability to organize and facilitate meetings with a diverse set of participants and opinions; and
* Ability to work in an environment that honors and respects diversity;

**Cultural Responsiveness Qualifications:**

* Comfortable with addressing race, equity, and inclusion issues in the affordable housing sector;
* Motivated by opportunities to address challenge and complexity;
* Strong internal drive to deliver on expectations while maintaining quality, accuracy, confidentiality, stewardship, and collegiality;
* Authentic respect for the mission of HDC and for the diverse clients, communities, volunteers, donors, and staff who engage in it; and
* Eagerness to give, receive and apply constructive and respectful feedback.

**[Host Agency] is an equal opportunity employer. [Host Agency] does not discriminate on the basis of race, color, gender, marital status, sexual orientation, political orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.**